Employee Nome	Dotor
Employee Name:	Date:

NEW EMPLOYEE ORIENTATION TRAINING FOR THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

(initial each item that applies)

1.	I understand the importance of giving each child a complete serving of each item on the menu.
2.	I know how to look up serving sizes based on age and the type of meal by using the Food Chart.
3.	I understand that each child needs to receive their full serving of milk unless there is a medical statement (from a medical person) telling what they should get instead. It has also been explained to me that each child must get their own milk, and that passing it to someone else because they don't want it does not count.
4.	I have had Point of Service (POS) meal counts explained to me and understand that meal counts must be taken during the meal, after the child has received their complete meal and before they have left the table.
5.	I understand that I do not mark children on the meal count sheets if they do not come to the table and are not served a meal.
5.	I know how to look up serving sizes based on age and meal type on the Infant Meal Chart.
7.	I understand infant meals must be served and recorded according to the Infant Meal Chart. I also understand infants up to one year old only get formula or breast milk (not regular milk) as part of a CACFP meal.
3.	I understand that infant meals must be recorded as soon as possible after the infant was served.
9.	I have had meal production sheets explained to me.
10.	I have had the USDA Food Buying Guide and Utah Simplified Food Buying Guide explained to me.
11.	I understand that meals must be planned on the meal production sheets at least a week before the meal.
12.	I understand that the actual amount prepared for children age 1 and up and any adult that were served must be recorded on the meal production record as soon as possible after the meal is prepared and during the meal if possible.
13.	I have received Civil Rights training and understand that children cannot be treated differently because of race, color, national origin, sex, age or disability.
14.	I understand that food cannot be used as a punishment. Meals and snacks cannot be withheld or threatened to be withheld, or the child isolated during meals.